502 Help Wanted-Office Clerical

RECEPTIONIST
Immediate need for individual to perform receptionist and administrative duties. Minimum qualifications are: High School Diploma, 1-3yrs. Office Experience, Knowledge of Word Processing & Excellent 'People Skills'. We offer competitive salary benefits. Fax your resume to (810) 589-3300 or send to:
CDA Engineering, Inc
Human Resources
550 Stephenson Hwy - Ste 310
Troy, MI 48084-1108
Equal Opportunity Employer

RECEPTIONIST NEEDED for busy Animal Hospital in Farmington Hills. Full time. Excellent & benefits. Experience necessary. (810) 471-3636

RECEPTIONIST
Needed full-time for fast paced professional office. Must be outgoing with good communication & organizational skills. Apply in person at 30785 Grand River, Farmington Hills, MI. (810) 476-7030

RECEPTIONIST/ORDER ENTRY
Entry level position. Looking for a bright, energetic to do data entry, answer phone & light filing. Call Mike Doe for more information at 851-7700
Lifetime Doors, Inc
30700 Northwestern Hwy.
Farmington Hills, 48334-2511

RECEPTIONIST
PART time full-time. Multi-line phone, light typing. (810) 647-7960

RECEPTIONIST, pleasant person. High school diploma preferred. Typing, word processing, filing. Call Lindy Cohen (810) 642-5600

RECEPTIONIST
Pleasant voice and telephone etiquette! Interesting varied responsibilities. Mon-Fri, 8-5. 547N. 810-583-3232

RECEPTIONIST
Rapidly growing Livonia based company seeks experienced receptionist. Must handle high volume phone use experience & excellent communication skills. Excellent benefits & salary requirements. 313-458-2535

Receptionist/Sales Assistant
Career opportunity with SE Michigan's largest AT&T WCA seeking the sales assistant scheduling appointments, preparing sales proposals, etc. Customer service, word processing and organizational skills a must. Competitive salary plus bonus, profit sharing, and full medical, dental, optical benefits. Apply 26400 Lahser, Bentley Road, Farmington Hills or call 4p9 0000 ext 202 for an appointment.

RECEPTIONIST/SECRETARY
Southfield commercial real estate co. seeking a professional, motivated individual to assist our property mgr. $9.00/hr. Excellent benefit package. Fax resume 810-557-6442 or mail to Dagner 25945 Southfield Rd., #200, Southfield MI 48076

RECEPTIONIST/SECRETARY
Busy ad agency seeks excellent typing & organizational skills. Pleasant professional phone manner, ability to handle multiple tasks. Fax resume to Chair, Sussman, Sales & Assoc. 626-9607 or call 810-626-9600

RECEPTIONIST
Bloomfield Hills firm seeks experienced professional secretary for our days/wk. Person must be dependable, organized & possess excellent telephone & computer skills required. Please call 810-646-7150

Receptionists
for W.S. Darley & Co.
Call Traci 313-455-0088, 451-1417

RECEPTIONISTS
Good phone skills. Will great customer service & computer experience helpful.
$7.50-$8.50 per hr.
ARBOR TEMPS 459-1166

RECEPTIONIST/SWITCHBOARD OPERATOR
Needed for busy office in Livonia. Candidate must have excellent telephone and customer service skills. Spreadsheet and wordprocessing experience plus. Fax resume to attn: RSO HR (313) 953-2021

RECEPTIONIST - To perform front office duties for small manufacturing firm in Livonia. Must be organized and able to handle busy multi-line phones and have some computer knowledge. Advancement potential. Submit resume to Receptionist, 34037 Schoolcraft, Livonia, MI 48150

RECEPTIONIST
Wanted in Northville real estate office. Good telephone and communication skills a must. Weekends and evenings. For details call Carolyn Bailey 810-348-6430

RETAIL OFFICE HELPER
La-Z-Boy Furniture Galleries seeks a dependable and motivated an immediate opening in a part-time retail clerical position. Responsibilities include: answering telephones, customer payments, filing, data entry, etc. Requires motivated self-starter, strong organizational skills, and some experience in basic office skills. Some weekend work is required. Apply in person or call.
La-Z-Boy Furniture Galleries
27754 Nov. Rd.
810-349-3700
(On Twelve Oaks Mall service Drive)

SALES ASSISTANT - Full time. Must be organized, independent & possess strong social skills. Computer knowledge & the ability to travel to various bank sites. Send resume to 31275 Mill Rd., Livonia, MI 48152

SALES SECRETARY
Career opportunity with Southfield firm. Knowledge of Microsoft Windows, Excel, Word. Fax to start. Fax resumes to HRMS - 313-427-8926

SECRETARIAL/ADMINISTRATIVE ASSISTANT
Flexible hours. Administrative Assistant needed in Farmington. Must have excellent accounting skills, experience with Windows, Word, Perfect & Lotus. Salary starts $8 an hour. Good benefits. Please send resume or fax to: Human Resources
PERSONNEL DEPARTMENT
101 N. MAIN, STE. 800
ANN ARBOR, MI 48104
FAX 313 769-3650

SECRETARIAL/CLERICAL
Word Processing, data entry, phone work, filing, detail work, multi-faceted brochures. Full paid health & dental, profit sharing, life & other benefits. Non smoking building. Send resume to Personnel Manager, Allen Electric Supply Co., P.O. Box 510300, Livonia, MI 48151.

SECRETARIAL
Fast-paced Farmington Hills advertising company has position available for Front Desk Secretary. Requires excellent telephone skills, word processing experience and good organizational skills. Non-smoking office. Benefits. $19,000 annually. 810-661-9032

SECRETARY
ADVERTISING AGENCY
Client services and creative department of international agency has immediate openings. Must have degree in artsie. Power Point or Macintosh a plus. Call Susan today.
Birmingham Farmington/Livonia
646-7661 473-2931
Advantage Staffing

SECRETARY/ASSISTANT
for law firm in Farmington Hills. Willing to train but must have good communication, computer and typing skills. Call 810-360-0055

502 Help Wanted-Office Clerical

SECRETARY
At Sinai Hospital, our professionals are knowledgeable, innovative and ready to meet the future with creative solutions. Experience new challenges with our sophisticated healthcare system in this key support position.
The qualified candidate will assist in the preparation of patient and department related documents and standard reports, while performing routine office duties.
We require a high school diploma, a minimum of 3 years experience, and the ability to type 50 wpm. The individual must possess strong interpersonal and communication skills as well as knowledge of WordPerfect, Excel and PowerPoint Medical terminology required.
We offer an attractive compensation and benefits package. Forward your resume to Sinai-Hospital, Employment Office, 6767 W. Outer Drive, Detroit, MI. 48235, or FAX your resume to 313-493-6749. We value a diverse workforce.
SINAI HOSPITAL
Pride in Every Achievement.

SECRETARY
A&W Restaurants, Inc. has several positions available in our corporate office for self-motivated, professional individuals. If you enjoy working in a fast paced environment, can adapt to constantly changing priorities and possess the following qualifications we would like to meet with you:
- 2-5 years secretarial experience
- 60-65 wpm, typing, keyboard
- Lotus/Windows/WordPerfect computer skills
- 70 wpm shorthand speed writing
- Professional appearance
- A pleasant voice
- Excellent organizational skills
- Excellent telephone skills

We offer a competitive salary and excellent benefit package. If you feel your qualifications meet the above job requirements please forward your resume & salary requirements to:
A&W
17197 N. Laurel Park Dr. #500
Livonia, MI 48152
Fax (313) 462-2091
EOE

SECRETARY BOOKKEEPER
ALL phases of office work. Experience required. Send resume to PO Box 930306, Wixom, MI 48393

SECRETARY/BOOKKEEPER
Small Canton office looking for organized full-time self-starter. Must know Microsoft Word for Windows, be able to compose business letters, transcribe tapes, schedule appointments and communicate with with others. Will be responsible for computerized bookkeeping through trial balance including payable and receivable processing. Prefer knowledge of Acctpac (PR/accounting software. Fax resume to 313-416-1633

SECRETARY FOR TEMPLE ISRAEL
We invite you to join a warm & caring environment. Strong organizational & people skills essential. Word processing & good writing skills a must. Competitive salary & benefits. Send resume to:
Personnel
Temple Israel
5725 Walnut Lake Rd.
West Bloomfield, MI 48323
Fax: (810) 661-1302

SECRETARY FOR 1 business lawyer. Legal experience not necessary. Strong typing and organizational skills required. WP 6.1 for Windows a plus. Please call (810) 355-4460 or fax resume and salary requirements to (810) 355-4468

SECRETARY
Full time person for very fast paced Troy office. Must have excellent typing and computer skills. Personable individual with good telephone voice. Send resume to:
Personnel Dept. 1680 Crooks,
Troy, MI 48084

SECRETARY
FULL TIME OPENINGS
Unique career opportunity with major Troy financial institution. Now openings for aspiring secretaries in Troy location. Steady advancement, benefits. Must be WordPerfect proficient. Call Jolene 648-7662
or fax 648-0104
Advantage Staffing

SECRETARY
Growing, busy general contractor is seeking a highly organized, self-motivated, enthusiastic individual for full-time secretarial position. Windows, Word, and Excel a must. General office skills including multi-line telephone. Non-smoking, Great work environment. Competitive salary & benefits. Mail or Fax resume with salary request to:
Office Manager
28232 Franklin Road
Southfield, MI 48034
Fax 810-357-7700
No Telephone Calls Please!!

SECRETARY
Immediate Position available for Secretary with small consulting firm in Birmingham. Must have experience with Word. Perfect for Windows. 810-644-0290. Send resume to: Secretary 568 Ann St., Birmingham, MI 48009 or Fax 810-644-0177 or E-mail nc@earthlinkmy.com

SECRETARY
Major N.Y.S.E. firm seeks to fill secretarial position. 1 to 2 yrs. brokerage industry experience preferred but not required. Must be a self-starter, efficient with people, and adaptable to an ever-changing environment. Organizational and follow-up skills needed as well as proficient use of Word & Excel. Send or Fax resume to:
D. Fussard, Paine Webber, 19200 W. Big Bay, Suite 225, Livonia, MI 48152 Fax 313-953-5937

SECRETARY
Needed to run one person office in Farmington Hills area. $7.50.00/ Hr. starting. Send resume to:
Manager
P.O. Box 5332,
Plymouth, MI 48170

SECRETARY
Part time. Typing, word processor, telephone. Walled Lake area.
Call (810) 960-1068

SECRETARY
Real estate office in Redford looking for an experienced full time secretary.
Send resume to:
P O Box 510471
Livonia, MI 48151

SECRETARY
Fast paced Plymouth office needs permanent full-time secretary/receptionist, transcription of dictation, work with side of no supervision. MUST have excellent computer and typing skills - preferably knowledge in Windows 95, Word, Excel, PowerPoint, minimum typing 65wpm. Fax resume to 313-451-1229 or mail to: Technicom Sales Inc. 350 N. Main, Suite #8
Plymouth, MI 48170

Secretary/ Receptionist
Southfield insurance office. Life insurance experience preferred. Send resume to P.O. Box 700181, Lathrup Village, MI. 48076-0181.

SECRETARY/ RECEPTIONIST
Suburban computer hardware location seeks qualified and dependable Secretary/Receptionist. Candidate must possess strong WordPerfect 6.1 skills and excellent phone etiquette. Full time position with benefits. Send resume & salary requirements to:
Box 81205,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
WITH bookkeeping experience to work for apartment rental company. (313) 534-9340

502 Help Wanted-Office Clerical

SECRETARY
Troy based Intellectual Property law firm seeks full time professional secretary for dynamic, hassle environment. Must have professional demeanor, appearance and ability to maintain client confidences. Must possess solid grammatical, organizational and computer (Microsoft Word) skills and be able to manage multiple priorities and projects effectively. Competitive salary/benefits package. Send resume w/salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
Well organized with excellent telephone skills. Demonstrated word processing and spreadsheet and date base skills. Competitive salary and excellent benefits. Please send Temporaries Corporation. (810) 349-5230

SENIOR ADMINISTRATIVE ASSISTANT
We are seeking an administrative assistant to a coordinator and a consulting practice with the following qualifications:
- Good written and oral communication skills
- Hands-multiple tasks concurrently in a high volume, deadline oriented environment
- Interact with all level of people including senior executives within and outside the firm
- Minimum 5 years of secretarial experience with accompanied word processing skills and typing speed 85 wpm. Microsoft Word for Windows and PowerPoint graphics program a must
- Extensive interpersonal coordination and communication

We offer an excellent salary and benefit package including 401k and parking. If you have these qualifications, please send resume with salary requirements to
Office Administrator-3
P.O. Box 43219
Detroit, MI 48243

SERVICE COORDINATOR
Schedule cases for busy Clarkston home care agency. Excellent communication and clerical skills required. (810) 229-5683
FAMILY HOME CARE

SPECIAL RECRUITING HOURS
Wed & Sat., Dec. 4 & 7
Temp and perm opportunities
Whether you are looking for extra cash for the holidays or a full time position we can help!
Call today for an appointment!
Livonia 313 266-8600
Southfield 810-352-1300
Auburn Hills 810-373-7500
Taylor 313-284-0777

SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

TELEMARKETING & SALES COORDINATOR
Entry level position for a forklift truck company. Position requires good telephone skills. Flexible hours, full or part-time. Excellent growth opportunity. Mail resume to: C.D. Sales, 39550 Schoolcraft, Plymouth, MI. 48170 or Fax (313)455-7475

TITLE INSURANCE/ CLOSING DEPARTMENT
Experienced person needed for fast paced title company. Position is with a high priority placed on customer service & plus. Please call (810) 642-0006 or send to Title Insurance, 1520 S. Woodward, Bloomfield, MI 48304. Attention: Kathy

TYPIST
Downtown Detroit firm seeks a typist. Must be proficient with WordPerfect 58-10hr. depending on experience. Call HRMS. 810-569-0287 or Fax resume to 810-649-1888

VENDOR SERVICE REPRESENTATIVE NEEDED
We are seeking a Vendor Service Sales Assistant for our busy expressway leasing company. Person should be detail oriented, and computer literate. Duties include Saturday & Holiday leave of absence, documentation work dealing with our vendors across the United States. Salary + Benefits. Interested candidates should send resume and salary history to Federal Financial, Attn. Diane, 30555 Northwestern Hwy., Farmington Hills, MI 48334

WORD PROCESSING SECRETARY
Part time flexible 30 hour week. "Advanced" WordPerfect 5.1 or Word skills necessary for busy accounting firm. Call 810-642-3700 or send resume to
Rick & Associates
30700 Telegraph Rd., Suite 3450,
Bingham Farms, MI. 48025

WORD PROCESSORS
- Microsoft Word
- Excel
- Wordperfect
- Lotus

Long & short term assignments
Must be able to type 45 wpm
$10-12 per hr.
ARBOR TEMPS 459-1166

504 Help Wanted-Dental

ABSOLUTELY THE best working atmosphere for an experienced dental assistant. 810-478-2110

ADVERTISING STAFF NEEDED
For progressive, new, modern Dental Office in Lathrup Village
Full-time position, experience necessary. Excellent benefits package.
810-623-2443

ASSISTANT for Farmington Hills dental office. Must be experienced team player. Full time, Mon-Thurs., (8 3/half Sats., 8-12). Salary to commensurate with experience. Paid vacations, holidays, BC-BS, bonus program. Call Lori. (810) 553-0645

ASSISTANT
LIVONIA Periodontal office seeking the right individual for 3 days per week in a pleasant professional atmosphere. Room for growth. Must be member. Call: (313) 522-7313, for an interview.

EXPERIENCED CHAIR SIDE-CDA RDA needed for full time position in Rochester family practice. Fax resume to: PVI, P.O. Box 80674, Rochester, MI 48308-0674

CHAIRSIDE ASSISTANT
EXPERIENCED ONLY. Part-time Mon., Thurs. & Sat. Bloomfield area. Experience, Farmington/Mile Rd area. (313) 425-7010

DENTAL ASSISTANT
Full time. Experienced only. Great benefits. Bloomfield Twp. Call office. 810-355-0600

DENTAL ASSISTANT
Part time, 15-20 hrs/wk. Experience a plus. Dearborn Hts. 313-565-0373

DENTAL ASSISTANT PART-TIME
Dearborn Heights (Ford Rd & Beech Daly area). 313-278-4700

DENTAL ASSISTANT
OUR office is looking for an experienced, enthusiastic full time assistant to join our staff. Our professional, progressive Warren office has great working conditions and wonderful benefits. Don't miss your chance-call our office today. (810) 751-2900

DENTAL ASSISTANT
Position available Dearborn Heights office. Private practice, part time flexible hours. Full time position to the right person (313) 563-7170

504 Help Wanted-Dental

DENTAL ASSISTANT
Our team of professionals is in search of the right career minded dental assistant who knows the value of communication skills & enthusiasm. We delivery state-of-the-art care to our family of patients. We are challenging full time position with an excellent salary & benefits package. Dianne Assistant Carl Laura (810) 478-8330

DENTAL ASSISTANT
Experienced. Full time for general practice, off Southern Oakland County. Call Chris (810) 624-8090

DENTAL ASSISTANT PEDIATRIC OFFICE
Experienced preferred but will entertain. Willing to train. Beaubien W. Bloomfield office. Hours 8-5 Call GREAT START (810) 737-2550

DENTAL ASSISTANT
Livonia dental office looking for an upbeat, cheerful, motivated team player to join our Assisting Team. Our professional, progressive office has opening for a dental assistant. Join our dental benefits. Don't miss YOUR chance! Call Ann (313) 937-7542

DENTAL ASSISTANTS & RECEPTIONISTS
Do you enjoy work? Believe in yourself, have an outgoing personality, cheerful smile, feel you can contribute to a fun atmosphere? WE WANT YOU! We offer excellent benefits. Great working environment. (313) 591-3636

DENTAL ASSISTANT
for oral surgeon. Mon thru Fri. 3-4 days per week. Will train.
(810) 360-6290

DENTAL ASSISTANT
Experienced only. Farmington Hills. Flexible days for an established adult practice. Excellent salary with benefits. Tel-12 area. (810) 642-5000

DENTAL ASSISTANT
Part-time, (Mon-Wed) $8 per hour. Inexperienced Dependable person needed. Call (810) 559-0500

DENTAL ASSISTANT
Experienced 24 plus hours per week. 1 evening and alternate Saturday. Excellent pay. Solo practice. Farmington office. Call (810) 349-4111

DENTAL ASSISTANT
If you are experienced with X-rays, personable and self-motivated, we come join our comfortably paced low stressed office. Farmington Hills. Part-time. (810) 855-1277

DENTAL ASSISTANTS
Progressive S.E. Livonia dental office seeking an experienced dental assistant for a permanent position. Also seeking an experienced assistant to temporarily fill in for maternity leave (approx. Feb thru end of April)

DENTAL ASSISTANT
Large Southfield office seeking the right person to join our team. Must be dependable, self-starter and enthusiastic. Come join our great working environment assisting a talented team of doctors. Hours are Tues-Sunday 9am-2pm. 1 Sat. per month. Benefit package. Apply for this position in June of '97. Call (810) 443-1350

A Special people oriented expanded duties Assistant interested in personal growth & family friendly office. Late hours. We offer an opportunity to achieve professional, emotional & financial success. (810) 477-0224

DENTAL FRONT DESK
Full time. Flexible hours. Experience preferred for Southfield family dental practice. Please contact:
(810) 569-2056

DENTAL FRONT DESK TEAM LEADER
Busy, progressive Farmington office seeking friendly, professional, enthusiastic team player. Opportunity to expand your knowledge into the world of dentistry. Fast paced environment. Excellent benefit package, including medical insurance, cafeteria plan & 401K.
Ask for Cheryl (313) 261-9696

DENTAL HYGIENIST
needed for our Livonia family practice to treat & educate our patients. Part time hours. Wednesdays, Fridays & Saturdays. Good salary.
Call Chris (313) 427-2222

DENTAL HYGIENIST RECEPTIONIST & ASSISTANT
Call (810) 566-7687

DENTAL HYGIENIST
Garden City office needs 1 or 2 hat hygienist beginning the first of April. Tuesdays & every other Monday. Call (313) 522-9030

DENTAL HYGIENIST, RECEPTIONIST, ASSISTANT
Full and part time positions available. Call 313-562-8150 for great employment opportunities with excellent benefits.
Offices located in
- Dearborn
- Canton
- Westland
- Detroit
- Wayne
- Lansing
- Warren
- Sterling Heights

DENTAL HYGIENIST - part time position for general dental office. Team oriented person. No weekend. Dearborn area. 313-565-5350

DENTAL HYGIENIST
2 days per week growing to 3 days 15 Mile Telegraph general dental office. Join our team
Call 810-645-9831

DENTAL HYGIENIST
Part time for prevention oriented family practice. 16 Mile-Dequindre.
(810) 979-0600

DENTAL HYGIENIST
Westside office needs hygienist for 2 days per week. Call Ann at Dentaland Top pay, great office to work for. Call (313) 425-5200

DENTAL HYGIENIST, $50,000 to $70,000 annually. Are you an experienced hygienist looking for an opportunity to advance professionally & monetarily? If you also have excellent technical & verbal skills, a high quality specialty practice in the Southfield/Lathrup area may be the opening you've been watching for. Call (810) 557-1030

DENTAL INSURANCE COORDINATOR
with MINIMUM 2 years dental insurance and computer experience. Command preferred, for private practice. Great benefits package. Fax: (313) 278-6333

DENTAL ORTHODONTIC assistant for orthodontic office in Farmington Hills, full time, experience in medical/dental desired. Pleasant office, friendly people, especially children, excellent salary, mature person desiring long term employment. Must be caring, pleasant office should apply by calling Kate. Tue Thurs Or Fri. 9-4 only 810-855-4142

DENTAL PRACTICE
Due to our practice growth this state of the art Dental facility is in need of the following positions:
- Hygienist - for general practices and specialty practices
- Assistant - For general practices and oral surgery practice.

Full & part-time, excellent wages. Serious inquiries call Professional Association Please call Brad 810-661-8100

DENTAL RECEPTIONIST. Specialty practice is looking for a special person to join our Front Desk team. The special person should have a dental background & be self-motivated, organized, articulate & enthusiastic. Call (810) 357-3100

DENTAL RECEPTIONIST - small, friendly Birmingham office seeking responsible person. Part time, Mon-Wed, weekends, call 810-646-2040

DENTAL TECHNICIAN
Blue Waxer. Experience preferred, but willing to train. Beautiful downtown Farmington. 810-478-3355

DENTIST
Modern, level-of-service office in Western Suburbs seeks general dentist for our full-time associate. Must consider patient comfort highest priority. 313-981-4040

504 Help Wanted-Dental

DENTAL PROFESSIONALS
We are a growing multi-faceted managed care dental organization, seeking team-oriented individuals to fill the following positions:
DENTAL ASSISTANTS
Perio & General experience
DENTAL ADMINISTRATIVE ASSISTANTS
entry level
computer experience helpful
We have part-full time positions open in the Troy, Canton Twp., Wayne & Dearborn areas. We provide competitive wages based on experience and excellent benefits with incentives
Fax (810) 304-2699
or call to inquire on a career opportunity. (810) 351-3789

EXPERIENCED DENTAL & ORTHODONTIC ASSISTANTS
When it's time to explore new job opportunities, call Professional Contact & Peak Performers hiring service
(810) 477-7777
No Fees EOE

FARMINGTON DENTAL Practice is looking for a highly skilled, Part-time Front Desk Receptionist. Do you enjoy working? Believe in yourself, have an outgoing personality, cheerful smile, feel you can contribute to a fun atmosphere? WE WANT YOU! We offer excellent benefits. Great working environment. (313) 591-3636

FINANCIAL ADMINISTRATOR
Assume responsibilities for electronic and paper insurance processing, patient billing, collections, and scheduling of hygiene patients. Busy Canton periodontal practice. Person considering must have dental office experience, knowledgeable with computer use and strong work ethic. Benefits include 401 K, medical, dental, life insurance, and profit share. Hand-written cover to 42301 Cherry Hill, Suite A, Canton, MI 48188 or call between 9-12noon (313) 981-7477

LIVONIA DENTAL RECEPTIONIST
Outgoing personality is a must. Dental knowledge is necessary, willingness to learn for future expanded duties is a 313-464-2000

OFFICE ASSISTANT
needed for our Livonia dental practice. We are looking for a motivated and mature team player. We will appreciate your talents of experience in scheduling and handling phones. Great pay & benefits package. Call Chris at 313-522-5581

ORTHODONTIC ASSISTANT
Minimum 1 yr experience for growing Canton practice. Team player, competitive fully wage, excellent working environment. Benefits included. 2-3 days per week (313) 981-2444

ORTHODONTIC CHAIRSIDE ASSISTANT
4 day week. Experienced. Pleasant personality and high energy level. Good working conditions and benefits. Clawson
(810) 435-2000

SURGICAL ASSISTANT
For oral surgeon's office. Full time with benefits. Please call 313 281
(810) 559-6190

506 Help Wanted-Medical

ACCOUNTS RECEIVABLE
The following full-time Professional and Faculty positions are available for individuals with experience in billing for our Southfield business office.
SUPERVISOR - PRO-FEE PHYSICIAN BILLERS
PAYMENT PROCESSING ANESTHESIA CODER
CUSTOMER SERVICE REPRESENTATIVE
Send cover letter, resume or apply Mon-Thurs. 8am-2pm
PROVIDENCE
Hospital & Medical Centers
Employment Services
22255 Greenfield, Suite 310
Southfield, MI 48075

ATTENTION
CNA's & Home Health Aids
Join our growing family. Part time & full-time. Excellent hourly rate/ benefits. CNAs $8.75, HHA $7 to start. Call Carol 313-421-9101 or Barb 313-421-9101

BILLER/COLLECTOR
Physical Therapy company is looking for a bookkeeper with 2-5 years experience in third party insurance with complete follow-up. Prior experience in collecting delinquent account balances is a must. Send resume with salary requirements to: 30833 Northwestern Hwy., Suite 100, Farmington Hills, MI 48334, or fax (810) 933-0278 or call (810) 933-3333
EOE

BILLER for Royal Oak physical therapy clinic. Experience preferred but will train. Full time. Contact Dale to schedule interview. 810-549-3000

BILLER
Full time, experience preferred. Computer knowledge a must. High volume office. Great salary & benefits. Call (810) 362-2770

CENA's
- $7.80/hour to start
- Excellent benefits

Apply in Person:
MARYWOOD NURSING CARE CENTER
36975 W. Five Mile, Livonia
EOE

Certified Athletic Trainer/ PTA
WBA has full-part time openings in Eastpointe and Garden City.
- Graduate from an approved university or college program in Athletic Training or Physical Therapist Asst.
- NATA/APTA cert. or eligible
- CPR certification required.

Send resume with salary history to WBA, 900 Auburn Ave., Pontiac, MI 48342 FAX (810) 333-0276/Call (810) 333-3335
EOE

CHIROPRACTOR
LOOKING for a mature motivated individual to work for our busy Novi office. Must have experience and an upbeat, friendly health. Send resume to: Attn. CA, 2375 Eads, Howell, MI 48843

CUSTOMER SERVICE/ BILLING REPRESENTATIVE
Needed for fast paced medical equipment company. Previous medical office experience helpful. Computer preferred. Pleasant & energetic a must. Please send resume to: Attn: BHME, 5829 W. Maple, #123, W. Bloomfield, MI 48322.
Fax resume to: 810-932-4335

FILE CLERK
For Royal Oak physical therapy clinic. Part time. Contact Dale to schedule an interview. (810) 549-3000

FRONT DESK/MANAGER
Busy growth practice. Local health care office needs positive experienced manager. Energy, excellent leadership clerical and people skills helpful. Leave a message.
810-215-6120

Front Desk Receptionist
For Ophthalmology office in Troy. Experience preferred. Call & ask for Laura (810) 629-8920

HHA's/CNA's
All Shifts - All Areas
Excellent Pay & Benefits
FAMILY HOME CARE
810-229-5583

506 Help Wanted-Medical

HHA's, CNA's, PERSONAL CARE-GIVERS
Tired of nursing homes?
Tired of traveling?
Like TEAMWORK?
INNOVATIONS has immediate positions in our Novi, Westland and Flint senior retirement communities for quality caregivers like you. Competitive pay, regular merit increases and bonus programs! For immediate consideration, call Pat D. at:
Health Care INNOVATIONS
1-800-765-7544

Home Health Aides
Certified Home Health Aides
Nursing Assistants
Homemakers
Live-in
For private duty home health care. Must be experienced, dependable, have reliable transportation. We offer:
- Pay based on experience
- Shift differential
- Mileage reimbursement
- Paid in-services
- Bonus program for full time

If you're interested in joining a rapidly growing agency, please call apply to:
United Home Care Services
15712 Farmington Rd.
Livonia, MI (1 N of 5 Mile)
(313) 422-9250

HOME HEALTH AIDES
The Barbara Ann Karmanos Cancer Institute is seeking Home Health Care Aides to assist cancer patients in Programs to provide direct patient care to Cancer patients in the home. Certificate of home health aide training or 2 years home health care required. Must have own transportation
If you are interested in joining our health care team, please call Denise Blanton or send resume to: Barbara Karmanos Cancer Institute
24601 Telegraph, Suite 100
Southfield, MI 48075
810-559-8592
EOE/M/F

HOSPICE POSITIONS
GranCare Home Healthy Hospice Divisions rapidly growing has the following positions are currently available
- RNs-Minimum of 2 yrs of experience as an RN. Hospice experience. Clinical experience in hospice, home care or long-term care Hospice certification preferred.
- LPNs/CNA or CNA certification with home care or hospice experience required
- VOLUNTEER MANAGER Bachelor's Degree in related field. Minimum 1 yr. of management and hospice experience. Strong verbal and written communication skills.
- CLINICAL MANAGER Bachelor's in related field Minimum 1 yr. of management & 2 yrs hospice experience. Good verbal and written communication skills.

If you are interested in either full time work with benefits or a flexible part time schedule, please send or fax resume to
GranCare
Attn: HR Hospice
38935 Ann Arbor Road
Livonia, MI 48150
Fax: (313) 422-6788
Equal Opportunity Employer

LONG TERM CARE BILLER
Full time position in long term care billing for experienced, detail oriented individual. Computer skills a must, long term care billing experience helpful but will consider. Opportunity for advancement, good salary and benefits package. Pleasant work environment. Send resume to: Long Term Care Billing Specialist, 20278 Middlebelt Rd., Suite #8, Livonia, MI 48152.

Marywood Nursing Care Center
36975 W. Five Mile, Livonia
Needs experienced
CENA's
- $7.80/hour to start
- Excellent benefits

Also taking applications for:
Free CENA Training Class
to begin January 1997

MEDICAL ASSISTANT
Full time. Farmington Hills area. Some experience helpful. Call (313) 261-3290

MEDICAL ASSISTANT - Part Time Saturday & Holiday Coverage. Thurs. 2-9pm, alternating Sat. and vacation coverage. Experience preferred. Call (810) 477-3504

MEDICAL ASSISTANT
Experience preferred. Part & full-time, some days, evenings & Saturdays - 20-40 hours per week.
(810) 542-5055

MEDICAL ASSISTANT
Part time, approx 15 hours/week for OBGYN office in Farmington Hills. If interested call 810-471-0580

MEDICAL ASSISTANT
Experienced. Part time, approx 10am-4pm. No weekends or holidays. Fax resume: (810) 644-6840

MEDICAL ASSISTANT needed full time, benefits. Will train. Podiatric medical office. Birmingham area. Call Sandy, leave message. 10am-5pm. 810-855-2417

MEDICAL ASSISTANT
Needed for busy ENT practice in Farmington Hills. Full time. Please send resume to: 28500 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48334 Attn: Karen

MEDICAL BILLER
Experienced billing technician for Berkley medical practice. Send resume to Attn: Office Manager, 1095 W. 14 Mile Rd., Suite 220, Berkley, MI 48072

MEDICAL BILLER
Experienced billing technician (25 hrs/wk). Computer, for MD Specialists, Farmington. Medical Equipment. Southfield. Call Paula or Sandy in AM (810) 569-1770

MEDICAL BILLER
Strong medical billing and facets of medical billing for multi specialty clinic. Please call (310)425-3344

MEDICAL INSURANCE BILLER
Full time with strong follow up skills. Medical insurance billing. Must be able to problem solve. 2 year recent medical insurance required Livonia. Call Anna: 810-477-8939

MEDICAL OFFICE needs individual familiar with medical and dental care procedures. X-ray helpful but will train. Full time, Mon-Tues-Wed-Friday & ½ day Saturday. Benefits available. (810) 358-5830

MEDICAL OFFICE STAFF
OUTSTANDING NEW OPENINGS:
- Receptionists - Experienced preferred, but will train. Clerical duties include: Typing, Filing, Phones & Scheduling. $6-$11 per hr. plus benefits.
- Billers - Experienced preferred. Full & part time. Transcriptionists - Full & part time. Novi, Southfield & DMC. 810-374-7700 & Medical Assistant - Royal Oak, Farmington and DMC.

Call/Fax resume to Linsann, Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334
810-932-1170, Fax: 810-932-1214

MEDICAL RECEPTIONIST
Experienced. Part time mornings and Saturdays. Livonia area.
Call (313) 261-1740

★ **MEDICAL RECEPTIONIST** ★
In fast paced Cardiology office. Minimum 3-5 years experience. Medical terminology necessary. Wayne & Detroit offices.

506 Help Wanted-Medical

MEDICAL RECEPTIONIST
Experience preferred. Part time & full-time. Days, evenings & Saturdays available. 20-40 hours per week.
(810) 542-5055

MEDICAL RECEPTIONIST
Needed for large Berkley medical office. Full time with benefits.
(810) 548-9090

MEDICAL RECEPTIONIST
Rapidly growing medical practice has unique opportunity for the right medical receptionist. Medical office manager experience and deal well with people. Full time with competitive wages and benefits. Farmington Hills area. Janet. (810) 855-3800

MEDICAL RECEPTIONIST
Rapidly growing Farmington Hills family practice. Must be detail oriented. 1 year receptionist experience necessary. Call (810) 477-6939

MEDICAL
REHAB Pathways Group provides community based treatment & residential programs for persons with closed head injuries. We are currently seeking qualified staff to work in both our Novi and Southfield location. Travel involved with flexible scheduling. We offer excellent pay, benefits and a pension plan. Interested candidates please contact us at 810-443-0678

MEDICAL TRANSCRIPTIONIST
Immediate full time position available for an experienced transcriptionist. Excellent benefit package. Send resume to:
MEDICAL CARE SERVICES
30150 Telegraph Rd., Suite 200
Bingham Farms, MI 48025
or call 810-540-0500
810-646-5151

MEDICAL TRANSCRIPTIONISTS
To work as
Independent Contractors.
Requirements:
- Minimum 2-3 years experience
- Excellent knowledge of grammar, punctuation, medical terminology
- 486 Computer / modem
- Full time

Excellent home-based opportunity for IATs.
(810) 477-1817

MEDICARE/MEDICAID BILLER
National home healthcare provider located in Southfield seeks full time Medicare/Medicaid Biller. Qualifications include: 1-3 years billing and collection experience. Computer savvy. Excellent benefit package. For immediate consideration, fax or mail resume to
810-352-7334, OR
Reimbursement Manager
26777 Central Park Blvd. Ste 200
Southfield, MI 48076

MENTAL HEALTH CARE
Working with mentally ill adults starting at $6.25 an hour. Full medical, dental and optical benefits after 90 days with the client resale. Farmington Hills. Please call Misty or Christy for an interview at
(810) 553-0580

MENTAL HEALTH RN's
Experienced Psych RNs, join Michigan's largest independent mental health care agency to promote community based mental health care. Excellent patient population in W. Wayne, Oakland & Macomb Counties.
For immediate consideration please call Jim at 313-674-2244
or fax resume to 313-674-5251
MISSION NURSE
ASSOCIATION OF
SOUTHEAST MICHIGAN
Equal Opportunity Employer M/F

MRI TECHNOLOGIST
Sinai Hospital is moving forward with the sophisticated healthcare of an exceptional technologist, facility and special concern for the communities we serve.
Now our high-volume imaging center is looking for your skills. You must possess ARRT (R) registration and at least 1 year of MRI experience. Experience will be given to candidates with CT experience and/or MRI(CT) registration.
We offer a climate of collaboration, teamwork and respect, as well as an attractive compensation/benefits package. Please forward your resume to: Sinai Hospital, 6767 W. Outer Drive, Detroit, MI. 48235, or call 313-493-5180 or 1-800-729-3435. We value a diverse workforce.
SINAI HOSPITAL
Pride in Every Achievement

NURSING ASSISTANTS/ CNA
Full & part-time, evenings & midnights. Kind hearted people with Old Fashioned values. Excellent benefits package. Pleasant work environment. Small homelike setting. Outer Drive, Detroit, MI. 48235, or call 313-493-5180 or 1-800-729-3435. We value a diverse workforce.
SINAI HOSPITAL
Pride in Every Achievement

APPLY IN PERSON
No Phone Calls
3201 Dalton Blvd.
Rochester Hills, MI 48309
(behind Adams Rd & Squirrel Rd.)

OPHTHALMIC ASSISTANT
Full time Top Benefits. Good pay. Some optical experience preferred. Unique hours. Call